

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
ASSISTANT SUPERINTENDENT - WASTEWATER TREATMENT PLANT

1. JOB TITLE: ASSISTANT SUPERINTENDENT

- 2. DEFINITION:** This is a technical and skilled position performing supervisory, administrative, and related work in managing personnel, equipment and materials related to the treatment of wastewater. The employee is directly responsible to the Superintendent of the Wastewater Treatment Plant. All employees are responsible to the Director and to the City Manager. The position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having an occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of various communication devices, personal computers, other standard office equipment, tools, laboratory equipment , pumps, chemical feeders, metering devices and vehicles.
- b. The job location is the Wastewater Treatment Plant. The employee will be exposed to inclement weather, biological, chemical, electrical and mechanical hazards. All City facilities are smoke-free locations.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Assists the Superintendent in supervising and participating in all day to day functions of the Wastewater Treatment Plant.
- b. Functions as Acting Superintendent and performs all job functions of the Superintendent in the Superintendent's absence.
- c. Evaluates work demands, assigns and supervises work of subordinates engaged in producing reclaimed water from sanitary sewage.
- d. Determines materials and equipment needs and participates in budget preparation.
- e. Checks biological, chemical and physical treatment units and makes necessary adjustments.
- f. Manages quality control program in accordance with regulatory guidelines and to assure effluent water quality.
- g. Controls biosolids inventory.
- h. Manages waste solids disposal via land application and landfill.
- i. Interacts with customers and general public on water quality issues.
- j. Writes requisitions, generates purchase orders and tracks materials disposition.
- k. Prepares records and reports.
- l. Keeps abreast of federal, state and local regulations related to wastewater treatment.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

- a. Renders assistance to other sections within the department or city as required.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must possess a diploma from an accredited high school or have attained the equivalent GED.
- c. Must possess or obtain within the first year of employment the highest level Certificate of Competency for wastewater treatment offered by the Tennessee Department of Environment and Conservation, or its successor.
- d. Must have a minimum of five years experience in wastewater treatment.
- e. Additional formal education and training is desired.
- f. Must have legal authorization to work in the United States.
- g. Must have a driver's license valid in the State of Tennessee.
- h. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- i. Must consent to and pass a pre-employment drug screening.
- j. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- k. Ability to perform mathematical calculations with fractions, decimals, percentages and the metric system.
- l. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.
- m. Ability to report for work on time and perform the duties of the job for a complete workday.
- n. Ability to occasionally work beyond normal hours at night and on weekends.
- o. Ability to travel to various seminars as required to keep current in profession.
- p. Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- q. General working knowledge of the operation of wastewater treatment, and the federal, state and local regulations governing the same.
- r. Ability to exercise independent judgment within the limits of the position.
- s. Ability to concentrate and accomplish tasks despite interruptions.
- t. Ability to perform a variety of tasks simultaneously or in rapid succession.
- u. Must be able to operate and have a general working knowledge of personal computers, radio and telephone communications equipment and other standard office devices.

Exempt
Safety Sensitive
August 29, 2005